



JOY HOFMEISTER

**STATE SUPERINTENDENT OF PUBLIC INSTRUCTION
OKLAHOMA STATE DEPARTMENT OF EDUCATION**

MEMORANDUM

TO: The Honorable Members of the State Board of Education

FROM: Joy Hofmeister

DATE: April 23, 2015

SUBJECT: Presentation on Superintendent's policy for preparing the State Board of Education agenda

Board Members should communicate their agenda item requests directly to the Superintendent and the Secretary at least one (1) week prior to the Board Meeting in order to ensure time for discussion and possible inclusion.